

STATEMENT OF WORK (SOW)

FOR

Professional Instruction Services – Cellebrite Courses

1.0 General:

1.1 Scope: The Contractor shall provide all labor, materials, equipment, and transportation necessary to instruct Cellebrite courses for the Midwest Counterdrug Training Center (MCTC), in accordance with this statement of work (SOW).

1.2 Background: MCTC Overview. The MCTC is one of five (5) National Guard Counterdrug training programs that provides relevant curriculum focused on counternarcotics and counter transnational organized crime (CTOC). MCTC is located at the Camp Dodge Joint Maneuver Training Center (CDJMTTC) in Johnston, Iowa, and features state of the art classrooms and tactical training environments. With a training region that encompasses major international trafficking routes and national border ports of entry, MCTC's courses strive to impact the illicit flow of drugs throughout the nation. MCTC provides courses that support National Drug Control Strategies and positively impact the performance of Federal, state, and local law enforcement agencies (LEA), community-based organizations (CBO), and military professionals directly involved in counternarcotics missions. MCTC's emphasis remains state and local law enforcement officers. Course curriculum focuses on illicit narcotics interdiction, disruption of drug trafficking organizations, intelligence and analysis, narco-terrorism, homeland security, civil operations, and anti-drug coalition fundamentals. Each course is designed to support the objectives of the DASD-CN, Office of National Drug Control Policy (ONDCP), National Northern Border, National Southwest Border, and Caribbean Border counternarcotics strategies and to increase national security. MCTC supports federal, state, and local agencies with current and relevant training, maximized by the experiences of subject matter experts in their fields. All training events are designed to not only offer world class instruction, but to break down jurisdictional barriers and offer a unique opportunity for officials across the law enforcement and prevention spectrum to network and share ideas in person.

1.3 Period of Performance (PoP): The course date will be coordinated between the Government and the contractor after award.

1.4 General Information:

1.4.1 Place and Performance of Services: The course shall be conducted at the MCTC main campus at Camp Dodge, 7105 NW 70th Ave, Johnston, IA 50131. The contractor shall, with some exceptions, provide services between the hours of 0700-1800hrs on Monday through Friday, except on recognized US holidays or when the Government facility/installation is closed due to local or national emergencies, administrative closings, or similar Government-directed facility/installation closings. The contractor

shall at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this PWS when the Government facility/installation is not closed for the above reasons. When hiring personnel, the contractor shall keep in mind that the stability and continuity of the work force are essential.

1.4.1.1 Distance Learning (DL) blocks of instruction shall not be used for this course.

1.4.1.2 Unscheduled gate closures by the Security Police may occur at any time causing all personnel entering or exiting a closed installation to experience a delay. This cannot be predicted or prevented. Contractors are not compensated for unexpected closures or delays. Vehicles operated by contractor personnel are subject to search pursuant to applicable regulations. Any moving violation of any applicable motor vehicle regulation may result in the termination of the contractor employee's installation driving privileges.

1.4.1.3 The contractor's employees shall become familiar with and obey the regulations of the installation: including fire, traffic, safety, and security regulations while on the installation. Contractor employees should only enter restricted areas when required to do so and only upon prior approval. All contractor employees shall always carry proper identification with them and shall be subject to such checks as may be deemed necessary. The contractor shall ensure compliance with all regulations and orders of the installation, which may affect performance. The Government reserves the right to direct the removal of an employee from Government property or revoke access to Government systems for misconduct, security reasons, or any overt evidence of communicable disease. Removal of contractor employees for reasons stated above does not relieve the Contractor from responsibility for total performance of this contract.

1.4.2 Recognized Holidays: The following are recognized United States (US) holidays. The contractor shall not perform services on these days:

1.4.2.1 New Year's Day: January 1st

1.4.2.2 Martin Luther King, Jr.'s Birthday

1.4.2.3 President's Day

1.4.2.4 Memorial Day

1.4.2.5 Juneteenth National Independence Day: June 19th

1.4.2.6 Independence Day: July 4th

1.4.2.7 Labor Day

1.4.2.8 Columbus Day

1.4.2.9 Veteran's Day: November 11th

1.4.2.10 Thanksgiving Day

1.4.2.11 Christmas Day: December 25th

1.4.3 Installation Access and Security Requirements. The contractor shall comply with all applicable installation/facility access and local security policies and procedures, which may be obtained from the Contracting Officer's Representative (COR). The contractor and all associated subcontractor employees shall provide all information

required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services, or Security Office. The contractor shall ensure compliance with all personal identity verification requirements as directed by Department of Defense (DoD), Headquarters Department of Army (HQDA) and/or local policy (see PWS 6.0). Should the Force Protection Condition (FPCON) change, the Government may require changes in contractor security matters or processes.

1.4.3.1 Contractor and all associated sub-contractors employees shall comply with adjudication standards and procedures using the National Crime Information Center Interstate Identification (NCIC-III) and Terrorist Screening Database (TSDB) (Army Directive 2014-05), and applicable installation, facility and area commander installation/facility access, and local security policies and procedures (provided by a Government representative).

1.4.3.2 Communications Security/Information Technology (COMSEC/IT) Security. All communications with DoD organizations are subject to COMSEC review. All telephone communications networks are continually subject to intercept by unfriendly intelligence organizations. DoD has authorized the military departments to conduct COMSEC monitoring and recording of telephone calls originating from, or terminating at, DoD organizations. Therefore, the contractor is advised that any time contractor personnel place or receive a call they are subject to COMSEC procedures. The contractor shall ensure wide and frequent dissemination of the above information to all employees dealing with DoD information. The contractor shall abide by all Government regulations concerning the authorized use of the Government's computer network, including the restriction against using the network to recruit Government personnel or advertise job openings.

1.4.4 Physical Security. The contractor shall safeguard all Government property provided for contractor use. At the close of each work period, Government facilities, equipment and materials shall be secured.

1.4.5 Combating Trafficking in Persons: The United States Government has adopted a zero-tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not engage in severe forms of trafficking in persons during the period of performance of the contract; procure commercial sex acts during the period of performance of the contract; or use forced labor in the performance of the contract. The Contractor shall notify its employees of the United States Government's zero tolerance policy, the actions that will be taken against employees for violations of this policy. The contractor shall take appropriate action, up to and including termination, against employees or subcontractors that violate the US Government policy as described at FAR 22.17.

2.0 Definitions and Acronyms:

2.1 Definitions:

2.1.1 Contractor: A supplier or vendor awarded a contract to provide specific supplies or service to the Government. The term used in this contract refers to the prime.

2.1.2 Contracting Officer (KO): A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.1.3 Contracting Officer's Representative (COR): An employee of the U.S. Government designated by the KO to monitor contractor performance. Such appointment will be in writing and will state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.1.4 Defective Service: A service output that does not meet the standard of performance associated with the contract.

2.1.5 Deliverable: Anything that can be physically delivered and includes non-manufactured things such as meeting minutes or reports.

2.1.6 Iteration: Each repetition of the course is considered an iteration.

2.1.7 Physical Security: Actions that prevent the loss or damage of Government property.

2.1.8 Quality Assurance: The Government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.1.9 Quality Assurance Surveillance Plan (QASP): An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.1.10 Quality Control: All necessary measures taken by the Contractor to ensure that the quality of an end product or service shall meet contract requirements.

2.1.11 Subcontractor: One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.2 Acronyms:

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| CBO | Community Based Organization |
| CFP/M/E | Contractor Furnished Property, Material and Equipment |
| COMSEC/IT | Communication Security/Information Technology |
| COR | Contracting Officer Representative |
| CTOC | Counter Transnational Organized Crime |

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| DASD-CN | Assistant Secretary of Defense for Counternarcotics and Global Threats |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DL | Distance Learning |
| DoD | Department of Defense |
| DTO | Drug Trafficking Organization |
| FAR | Federal Acquisition Regulation |
| FPCON | Force Protection Condition |
| GFP/M/E/S | Government Furnished Property/Material/Equipment/Services |
| HQDA | Headquarters Department of Army |
| KO | Contracting Officer |
| LEA | Law Enforcement Agency |
| MCTC | Midwest Counterdrug Training Center |
| NCIC-III | National Crime Information Center Interstate Identification |
| ONDCP | Office of National Drug Control Policy |
| QA | Quality Assurance |
| QASP | Quality Assurance Surveillance Plan |
| QC | Quality Control |
| QCP | Quality Control Program |
| TCO | Transnational Criminal Organization |
| TSDB | Terrorist Screening Database |
| US | United States |

3.0 Government Furnished Property, Material, Equipment and Services (GFP/M/E/S): The Government will provide the property, material, equipment, and/or services listed below solely for the purpose of performance under this contract:

3.1 Property: The Government will furnish the necessary workspace for the contractor to perform services outlined in this SOW to include a classroom of adequate size to accommodate the number of students registered for the course.

3.2 Materials: None

3.3 Equipment: The Government will furnish Audio-Visual equipment in the classroom.

3.4 Services: None

3.5 Utilities: All utilities in the facility will be available for the contractor's use in the performance of this contract. The contractor shall instruct employees in utilities conservation practices. The contractor shall operate under conditions that preclude the waste of utilities, which include turning off the water faucets or valves after using the required amount.

4.0 Contractor Furnished Property, Materials, and Equipment (CFP/M/E): Except for those items specifically stated to be Government-Furnished in Paragraph 3.0, the contractor shall furnish everything required to perform these services as indicated in Paragraph 1.1.

5.0 Requirements: The contractor shall provide a 4-day Cellebrite Course for 20 students that shall include the 2-day **Cellebrite Mobile Forensic Fundamentals (CMFF)** course, and the 2-day **Cellebrite Certified Operator (CCO)** course, conducted

consecutively. Contractor shall provide one iteration of the 4-day course, on dates to be coordinated between the COR and the contractor after award. The course will be conducted at Camp Dodge Joint Maneuver Training Center in Johnston, IA.

Intent of Course: The course shall deepen criminal analysts' understanding of the Cellebrite Universal Forensic Extraction Device (UFED) and provide them with the necessary tools and skills needed to detect illegal drug trafficking criminal activities through their most common methods of communication by use of their cellular telephones. The purpose of the Cellebrite course is to train analysts in advanced analytic techniques so they can determine the vulnerabilities of Drug Trafficking Organizations (DTOs) and Transnational Criminal Organization (TCOs) and identify opportunities to disrupt their activities.

This course should focus on enhancing the analysts' ability to develop forensic investigative methods through the use of the Cellebrite device, and present analytic findings through the use of link analysis to various audiences. Upon completion of this course analysts should have a more in-depth understanding of the Cellebrite UFED, functions, and legal ramifications concerning cell phone forensics.

5.1 The MCTC requires a block of instruction conducted over four (4) days that shall include the official Cellebrite Mobile Forensic Fundamentals (CMFF) course, and the official Cellebrite Certified Operator (CCO) course.

5.2 Course Content: The course of instruction shall cover the following the official Cellebrite approved topics (learning objectives), at a minimum:

5.2.1 The Cellebrite Mobile Forensic Fundamentals (CMFF) Course: The CMFF course is a 2-day entry level program designed for investigators to identify mobile device hardware and understand the general forensic process. Students will learn how the four phases of the forensics process are related and demonstrate how to handle devices following best practices. Students will also conduct basic analysis of extracted device data and generate reports using Cellebrite Reader software.

5.2.2 Cellebrite Certified Operator (CCO) Course: The CCO course is a 2-day intermediate level certification program which builds on the CMFF course concepts. This course is designed for participants tasked with extracting data in a forensically sound manner using UFED Touch or UFED 4PC.

5.3 Target Audience: Law enforcement officers and military personnel directly involved in counternarcotics missions; with an emphasis on civilian law enforcement to include local, state, tribal, and federal officers.